



**John Wright**  
Town Clerk

**Lyme Regis Town Council**

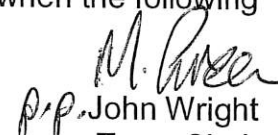
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**Strategy and Finance Committee**

Notice is hereby given of a meeting of the Strategy and Finance Committee to be held in the Guildhall, Bridge Street, Lyme Regis, on Wednesday 25 September 2019 commencing at 7pm when the following business is proposed to be transacted:

  
John Wright  
Town Clerk  
20.09.19

*The open and transparent proceedings of Full Council and committee meetings will be audio recorded and recordings will be held for one year by the town council.*

*If members of the public make a representation to the meeting, they will be deemed to have consented to being audio recorded.*

*If members of the public have any queries regarding audio recording of meetings, please contact the town clerk.*

**AGENDA**

**1. Public Forum**

Twenty minutes will be made available for public comment and response in relation to items on this agenda

*Individuals will be permitted a maximum of three minutes each to address the committee*

**2. Apologies**

To receive and record apologies and reasons for absence

**3. Minutes**

To confirm the accuracy of the minutes of the Strategy and Finance Committee meeting held on 10 July 2019

**4. Disclosable Pecuniary Interests**

Members are reminded that if they have a disclosable pecuniary interest on their register of interests relating to any item on the agenda they are prevented from participating in any discussion or voting on that matter at the meeting and to do so would amount to a criminal offence. Similarly, if you are or become aware of a disclosable pecuniary interest in a matter under consideration at this meeting which is not on your register of interests or is in the process of being added to your register you must disclose such interest at this meeting and register it within 28 days.

**5. Dispensations**

To note the grant of dispensations made by the town clerk in relation to the business of this meeting

**6. Matters arising from the minutes of the Strategy and Finance Committee meeting held on 10 July 2019**

To update members on matters arising from the meeting that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues raised within the minutes of the meeting.

**7. Update Report**

To update members on issues previously reported to this committee

**8. Annual Governance and Accountability Return and the external auditor's certificate for the year ended 31 March 2019**

To allow members to consider the certified Annual Governance and Accountability Return and the external auditor's certificate (Notice of Conclusion of Audit) for the year ended 31 March 2019, and to confirm the actions required at the conclusion of the review have been undertaken

**9. Committee Structure**

To allow members to consider the findings of the working group meeting on 19 September 2019 which considered the council's committee structure

**10. Recruitment of the Internal Auditor**

To agree to the recruitment of the internal auditor for Lyme Regis Town Council for 2020-21, 2021-22 and 2022-23, with the option to extend the contract for a further two years

**11. The Process for Approving the 2020-21 Budget<sup>1</sup> and Five-Year Financial Plan**

To outline the process for approving the 2020-21 budget and the five-year financial plan and to allow members to consider separate briefing sessions on 22 October and 5 November 2019 to help inform decision-making

**12. Objectives 2020-2025**

To allow members to consider the first draft of council objectives, 2020-2025 and to approve a process and timetable for firming up objectives

**13. Programme for Refurbishment of Council Offices**

To provide members with a high-level initial programme for the planned refurbishment of the council's offices, seek authority to obtain quotes for the required detailed external and other surveys, together with architectural services; to include the roles of lead designer, planning agent, contractual procurement and contract manager and request members to agree to elect to

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<sup>1</sup> The 2020-21 budget includes the precept.

opt to tax for the purposes of VAT in respect the property known as Council Offices, Guildhall Cottage, Church Street, Lyme Regis, DT7 3BS and its associated curtilage

**14. Blue Sea Cafe Roof Quotes, Letting, Opting to Tax and Budgetary Approval**

To allow members to note the preferred quote for the repairs to the roof of the Blue Sea Café, the latest position with the marketing of the premises, to agree to opt to tax in respect of the premises and to approve the unbudgeted expenditure so that work can commence in mid-November as planned

**15. Park and Ride 2019 and 2020**

To provide members with more information about the usage of the 2019 park and ride service and to request authority to negotiate a 2020 service with First Group, the providers of the service in 2018 and 2019

**16. Committee Objectives 2019-20**

To allow members to consider and review objectives within this committee's remit

**17. Exempt Business**





LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 10 JULY 2019

**Present**

**Chairman:** Cllr B. Larcombe

**Councillors:** Cllr Ms B. Bawden, Cllr J. Broom, Cllr Miss K. Ellis, Cllr Mrs M. Ellis, Cllr L. Howe, Cllr D. Ruffle, Cllr D. Sarson, Cllr J. Scowen, Cllr Ms G. Stammers, Cllr G. Turner, Cllr S. Williams

**Officers:** Mr M. Green (deputy town clerk), Mrs A. Mullins (administrative officer), Mr J. Wright (town clerk)

**19/01/SF Election of Chairman and Vice-Chairman**

The mayor, Cllr Brian Larcombe opened the meeting.

Cllr D. Sarson nominated Cllr Mrs M. Ellis as chairman of the Strategy and Finance Committee, seconded by Cllr Miss K. Ellis.

Cllr S. Williams nominated Cllr B. Larcombe as chairman of the Strategy and Finance Committee, seconded by Cllr G. Turner.

Cllr B. Larcombe said he understood Cllr R. Doney wished to be considered for the role of chairman but he had sent his apologies for the meeting.

Cllr B. Larcombe nominated Cllr R. Doney as chairman of the Strategy and Finance Committee.

Members questioned whether a member could be nominated if they were not at the meeting.

The town clerk said a member did not have to be at a meeting to be nominated, but they did need to be able to accept a nomination. As he had not received confirmation of Cllr R. Doney's acceptance, he didn't believe the nomination could stand.

Cllr Mrs M. Ellis requested a recorded vote on the election of chairman, which was as follows:

**Cllr B. Larcombe** – Cllr Ms B. Bawden, Cllr G. Turner, Cllr L. Howe, Cllr Ms G. Stammers, Cllr S. Williams, Cllr J. Scowen, Cllr J. Broom, Cllr B. Larcombe

**Cllr Mrs M. Ellis** – Cllr D. Ruffle, Cllr Miss K. Ellis, Cllr D. Sarson, Cllr Mrs M. Ellis

Cllr B. Larcombe was duly **ELECTED** as chairman of the Strategy and Finance Committee.

Cllr B. Larcombe nominated Cllr J. Broom as vice-chairman of the Strategy and Finance Committee, seconded by Cllr G. Turner.

Cllr D. Sarson nominated Cllr Mrs M. Ellis as vice-chairman of the Strategy and Finance Committee, seconded by Cllr D. Ruffle.

Cllr J. Broom was duly **ELECTED** as vice-chairman of the Strategy and Finance Committee.

### **19/02/SF      Terms of Reference**

The committee **RECEIVED** its terms of reference.

### **19/03/SF      Public Forum**

#### **Mrs C. Reynolds**

Mrs C. Reynolds spoke in relation to agenda item 17, Filming Money and asked the council to support the Mary Anning statue appeal in donating the funds from the filming of Ammonite. She said she had read with interest in the local press the mayor, Cllr B. Larcombe's comments about how the money should be spent on something tangible for the town, that it shouldn't get absorbed into council funds, and was used to support a worthy project or cause to create a lasting legacy for the town. She said she couldn't think of a more lasting legacy than a statue of one of Lyme's greatest women and ambassadors. Mrs C. Reynolds said the last council had agreed it was a worthwhile project and gave the appeal its full support to continue. She said the cleaning of Mary Anning's grave had been admired by many, including Mary's relatives, who she had corresponded with and they had been very impressed. She said to launch a Crowdfunding appeal they needed £19k in their account, of which £4k was already in place, and a donation from the town council would enable them to pursue Crowdfunding to build the statue. She said this was supported by the film company, which had assured her was a more than acceptable use of the money. Mrs C. Reynolds asked the council on behalf of the Mary Anning Statue Committee, but more importantly on behalf of the town, to consider the request, which would be a lasting legacy. She said she couldn't stay for the meeting due to another commitment, but she looked forward to hearing a positive response to her request.

#### **Ms L. Wiscombe (read out by Mrs C. Reynolds)**

Ms L. Wiscombe spoke in relation to the same agenda item and said she also felt the money should go towards a statue of Mary Anning because it was high time Lyme Regis had a fitting tribute to a remarkable woman. She said to do her justice, a highly-skilled sculptor needed to be hired, which would cost a considerable amount. She said this was preferred to a substandard sculptor who might produce a statue that was not worthy of Mary Anning. Ms L. Wiscombe said this money would go towards engaging the best sculptor which could be afforded. She said she volunteered at the museum and last year almost 33,000 people visited there, both national and international visitors all with Mary's story as their reason for being in Lyme. She said many visitors asked why Lyme Regis didn't have a statue, and as Mary Anning was a part of the town's economy, it should recognise her with a fitting tribute of a bronze statue for today and future generations. Ms L. Wiscombe said the film company was in Lyme

Regis to tell Mary Anning's story so any money donated should be spent in memory of her. She said the statue was the best thing the town could do in her memory and when the film was released it would cause even more interest. Ms L. Wiscombe said from observing social media pages, there seemed to be overwhelming support for the money to be used to support the establishment of a statue.

### **Mr R. Smith**

Mr R. Smith spoke in relation to agenda item 15, Climate and Environmental Emergency. He said Lyme Regis had a reputation around the world, it was known as the birthplace of palaeontology and other sciences and because of visitors, the town was known globally. He drew members' attention to a UN summary for climate change published in October 2018, which showed a graph of climate change globally, and that global emissions must reach zero by 2040. Mr R. Smith said the UK sparked the industrial revolution and it was the country's duty to help repair some of that damage and lead the world in a de-carbonised economy. He said Lyme Regis could play an important part; it was a small community but people did look to it for leadership and it did have a reputation. He said as a coastal town, Lyme Regis was particularly vulnerable to rising sea levels and if the proposed reduced carbon levels were not achieved, there could be catastrophic sea level rises which would seriously affect the town. Mr R. Smith asked the council to do everything it could in being a leader, tackling climate change and carbon dioxide emissions.

### **Mr S. West**

Mr S. West spoke in relation to the same agenda item. He thanked Cllr B. Bawden for putting forward the motion which he had requested at a Full Council meeting and asked that all members voted in favour of it. He said he couldn't solve climate change and nor could Lyme Regis, it was going to take everybody, but by voting to declare a climate emergency, members were sending a clear signal they were part of the solution. Mr S. West said it may be difficult to see exactly what the council could do and some things were beyond its remit. However, he said he was prepared to put his efforts into this and had started to put together the One Planet working group, which brought together existing groups in Lyme Regis helping to solve some of the issues around climate change, ensuring the people of Lyme Regis were involved and not just looking to the council to solve everything.

### **Mr K. Jenkin**

As chairman and a trustee of Lyme Regis Community Land Trust (CLT), Mr K. Jenkin spoke in relation to agenda item 16 regarding a proposed feasibility study on Woodmead car park for affordable housing. He said the CLT was formed seven years ago at the behest of Lyme Regis Town Council and he quoted the late councillor Barbara Austin who said the town needed affordable rental housing for local people in perpetuity. He said they didn't realise the full impact of what she said but took it on board and it became their mission statement. Mr K. Jenkin said since then, the CLT had helped developed 15 affordable units at Garmans Field, which were occupied by people with a confirmed local connection. He said the CLT had won the People Powered Award of the year and had been shortlisted for the National Affordable Housing Scheme of the year. Mr K. Jenkin said they had a reputation in housing association circles and they had led a workshop at the CLT national conference

recently. He said at the onset there was a massive need for affordable housing for local people in Lyme Regis and this was evidenced by the fact that when the 15 units were up for bidding, 258 bids were submitted. He said considerable sifting took place and they got the number down to 45, but this represented an over-subscription of 300%. He said that need remained and with this in mind, he asked the council to give the CLT permission to undertake a feasibility study on Woodmead car park.

#### **Mrs L. Jenkin**

As secretary and a trustee of Lyme Regis Community Land Trust (CLT), Mrs L. Jenkin spoke in relation to the same agenda item. She said as a former councillor, she understood what members' concerns would be. She referred to efforts made 10 years ago to place affordable housing at Woodmead car park, which became unwieldy and planners had warned the scheme would not be accepted. She said the CLT had scrapped those plans and started with a clean slate. Mrs L. Jenkin said they had spoken to the ambulance trust and fire brigade, which owned green land behind the emergency services centre, a large area not currently used by either service. She said they were fully behind the CLT's idea and had agreed to make the land available to them if needed for affordable housing. She said this land abutted the car park at the rear. Mrs L. Jenkin said they knew from the 250 applications that the local need for housing existed and they were now thinking of compact, maisonette, studio flats for singles and couples seeking one-bed accommodation, not families, possibly without car parking. She said there were currently 38 eligible applications on the housing list for Lyme Regis. Mrs L. Jenkin said they knew housing associations would re-house tenants with babies and children in more suitable accommodation in the town. She said they wanted to commission a feasibility study by experts in this field to find a way to incorporate units on the grass or elsewhere to protect the council's parking income and fit in with the broader landscape. She said they had no pre-conceived ideas, just this general idea. Mrs L. Jenkin said the CLT knew car parking income was central to the council's income and they envisaged no loss of parking spaces and hoped there could even be an increase. She said they would insist the council and the wider public had the opportunity to contribute to the study and they were also considering a professional look at the whole parking area to see if re-arranging it could give more spaces; if not, they would leave well alone. She said the money from the study would come from CLT sources and nothing would be asked of the council's budget. Mrs L. Jenkin said all they were asking for was the council's blessing for the study to be carried out and not to commit to anything further at this time.

#### **Ms R. Austin**

Ms R. Austin spoke in relation to agenda item 15, Climate Change and Environmental Emergency. She said she couldn't imagine the council would not support the motion for a climate emergency, with so many people talking about it in the community and nationally. She said at a time when a government had for the first time been taken to court for not protecting its citizens, she hoped the council didn't just pay lip service to the idea and got behind the UN Sustainable Development goals and took action for the best of the community and its residents.

#### **Mrs T. West**



Mrs T. West spoke in relation to the same agenda item and said she hoped the council would vote to declare a climate emergency. She said there were so many stories coming in from around the world, not just around the country, of new councils declaring a climate emergency, with Surrey declaring the previous day and pressure on Congress that day to declare. She said she was sure Lyme Regis could lead the way for coastal communities, as a town that needed the sea and bay more than anywhere, and lead the way as a tiny town with a big attitude. She asked the council to vote to declare a climate emergency in Lyme Regis.

**19/04/SF      Apologies for Absence**

Cllr R. Doney

**19/05/SF      Minutes**

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, the minutes of the meeting held on 24 April 2019 were **ADOPTED**.

**19/06/SF      Disclosable Pecuniary Interests**

Cllr J. Broom declared a non-pecuniary interest in agenda item 15, Filming Money, as he was a committee member of Mary Anning Rocks.

Cllr Mrs M. Ellis declared a pecuniary interest in agenda item 16 regarding the feasibility study of Woodmead car park as her property adjoined the car park. She said she would leave the room for this item but would make a statement before she left.

Cllr D. Sarson declared a non-pecuniary interest in agenda item 9, Update Report, as he was a member of the bowls' club.

Cllr J. Scowen declared a non-pecuniary interest in agenda item 15, Filming Money, as he was a committee member of Mary Anning Rocks.

Cllr Ms G. Stammers declared a pecuniary interest in agenda item 13, Sidmouth Road Park and Ride, as she worked in Uplyme and any proposal to divert traffic away from the village could affect the business.

**19/07/SF      Dispensations**

There was no grant of dispensations made by the town clerk in relation to the business of this meeting.

**19/08/SF      Matters arising from the minutes of the Strategy and Finance Committee meeting held on 24 April 2019**

**Ice cream parlour**

Cllr J. Scowen asked how the process of finding a new tenant was progressing.

The town clerk said officers would go through the process of tendering with a view to a new tenant taking occupancy when the work was complete. He said the contract for

the works would be awarded in September and work was expected to take four weeks, so a new tenant could be in place in October.

Cllr S. Williams asked if anyone had given permission for an ice-cream van to operate on the seafront.

*Cllr Mrs M. Ellis left the meeting at 7.31pm.*

Although this was not on the agenda, the deputy town clerk said the trader had been told not to return and had agreed not to.

*Cllr Mrs M. Ellis returned to the meeting at 7.33pm.*

### **Powerboat club**

The town clerk said following a meeting with the council's solicitor that day, he and the solicitor would be having discussions with the club shortly.

### **Electronic leases**

Cllr B. Larcombe asked if officers were confident they would be able to achieve the deadline of 30 December 2019 for the production of electronic leases.

The town clerk said work had started in the office and he was reasonably confident the deadline would be met.

## **19/09/SF Update Report**

### **Community Infrastructure Levy (CIL)**

Cllr J. Scowen asked whether this money would go into the council's pot or it had to be spent on something specific.

The deputy town clerk said Section 106 funding had to be used for specific purposes and within a certain period of time, but CIL money could be used for any lawful purpose and had no time limit.

The town clerk said as the council was reviewing its grants at budget-setting time, he suggested the council put this money aside as it could be used to subsidise any grants.

### **Bowls' club**

As there had been no response from the club, Cllr J. Scowen asked what would happen if they didn't respond at all.

The town clerk said in the event, he would bring the matter back to the council for further discussion.

Members discussed whether there should be a further face-to-face meeting with the bowls' club or whether officers should continue with formal correspondence.



The town clerk said he and officers had acted on the instructions of the council and its decision had been conveyed to the bowls' club.

No alternative course of action was agreed.

**19/10/SF Minutes of the Dorset Council working group meeting held on 11 June 2019**

The town clerk said he had written to Dorset Council's (DC) executive director of place, John Sellgren, as instructed by the working group, and he had received a response informing him the matter would be delegated to another officer. Having received no response within two weeks, the town clerk said he had chased this up and had also notified Cllr Daryl Turner.

The town clerk also said Kitson and Trotman had a copy of the lease between the Crown and former West Dorset District Council and would provide it to him.

**19/11/SF A Review of the Information Policy**

Cllr Ms B. Bawden said she was uneasy about agreeing the policy in its current form and asked if it could include a reference that the council was working towards General Data Protection Regulation (GDPR) compliance.

The town clerk agreed more work was needed on GDPR and a revised policy would be brought to the council with inclusions referring to GDPR when the work was complete.

Regarding the handling of requests to the council, Cllr S. Williams said he was concerned he had written to the town clerk about several matters and had not received a response or acknowledgement.

Cllr B. Larcombe said if members had concerns about the effectiveness of the running of the council office, they should raise it in a formal way and not at meetings.

The town clerk supported this view and said bringing the office of town clerk into disrepute was unacceptable, but any complaints should be made to the mayor.

Proposed by Cllr D. Sarson and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the Information Policy.

**19/12/SF The Annual Review of the Communications/PR Policy and Procedure**

Proposed by Cllr J. Broom and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the Communications/PR policy and procedure.

**19/13/SF Sidmouth Road Park and Ride**

Several members believed the council should no longer operate the Sidmouth Road park and ride for reasons including: the Hydrock report not substantiating the need for

it, and the increased number of spaces and a longer period of operation at the Charmouth Road park and ride.

*Cllr Ms G. Stammers left the meeting at 7.57pm in line with her declaration of pecuniary interests.*

Cllr J. Broom said the council should keep Sidmouth Road park and ride for another year until Hydrock's final report was published. He said if the council was not successful in getting signage on the A35 directing traffic to the east of the town, there would still need to be parking for those coming from the west.

Cllr S. Williams agreed and said the full extent of the parking issues would not be known until the peak season.

The deputy town clerk said the planning permission for use of the land at Sidmouth Road for park and ride had expired. He said it was a condition of the previous permission that remedial works were carried out by a certain date, which had now passed. He added it was unlikely the council would be allowed to operate a park and ride for a further year without doing those works, and he didn't believe the council had enough information to submit a planning application.

Cllr B. Larcombe said the signage the council hoped to introduce would make a real difference to the traffic coming through Uplyme.

Cllr J. Scowen said the council needed to make it very clear to the community it had been proven the Sidmouth Road park and ride was not needed.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** not to pursue Sidmouth Road park and ride any further due to the figures in the Hydrock report not supporting the need to keep it, and that all efforts should be made to maximise the effectiveness of Charmouth Road park and ride, including necessary signage.

*Cllr Ms G. Stammers returned to the meeting at 8.04pm.*

**19/14/SF Request from St Michael's Parish Church for Grant Funding**

Cllr D. Sarson said the church was a historical building of great importance to the town and as such, he suggested the council gave a grant of £25k, subject to a review of grant funding in the autumn.

Several members agreed with this as they believed it showed the council valued the town's only Grade I listed building and could not allow it to deteriorate.

Cllr Mrs M. Ellis supported this view but believed the council should give more than £25k.

There was some concern from members about whether the council could legally give money to the church for this purpose.

The town clerk said there didn't appear to be a straightforward answer to this question and no case law existed to help determine this, but either position the council adopted was defensible. He said if the council agreed to the funding, it was taking a risk, but he suggested it was a considered risk.

Cllr B. Larcombe said members needed to consider whether approving the request to preserve a historic building was reasonable and done with the best of intentions.

Cllr J. Broom asked if the prices obtained for the work in 2018 had changed since then.

The town clerk said church representatives had discussed this with the contractor, who said there was likely to be a 3% increase on the works' cost.

Cllr S. Williams was concerned that approving the grant would leave the council open to requests from other churches in the town.

Cllr B. Larcombe said he didn't believe it would set a precedent because this was a specific, identified problem which would worsen if not addressed, and the church had already demonstrated its commitment through the funds it had raised.

It was proposed by Cllr Mrs M. Ellis and seconded by Cllr D. Ruffle to award £50k of grant funding to St Michael's Parish Church towards works to the church tower.

This motion was not carried.

Proposed by Cllr D. Sarson and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to award £25k of grant funding to St Michael's Parish Church towards works to the church tower, subject to a review of grant funding in the autumn.

#### **19/15/SF Climate and Environmental Emergency**

Cllr B. Larcombe supported the motion and said many of the initiatives identified which could support a climate change emergency were things the council had already indicated its support for, including a free town bus and an electronic office.

Cllr Ms B. Bawden said many organisations in the town were keen to work with the One Planet working group to coordinate the community effort and not duplicate. She said the Be the Change initiative would monitor and motivate people to do more.

Cllr J. Scowen said it would also help the council work more closely with the community.

Cllr J. Broom asked if the proposal within Cllr B. Bawden's motion to prepare a report within six months of the actions the town council would take was a realistic timescale.

The town clerk said the many of the identified initiatives were relatively cheap and easy to implement and as the council moved through the budget-setting process, the council could adopt them as objectives and get them formally codified. He said other initiatives could be introduced over several years.

Cllr B. Larcombe asked if the council would actually be working 'in partnership' with the UN to work towards the Sustainable Development Goals.

Cllr Ms B. Bawden said it would involve committing to make pledges, a process the One Planet working group could coordinate, and a report would then need to be produced to evidence how that target was reached.

Proposed by Cllr Ms B. Bawden and seconded by Cllr L. Howe, members agreed to **RECOMMEND TO FULL COUNCIL** to declare a climate and environmental emergency.

Proposed by Cllr B. Larcombe and seconded by Cllr S. Williams, members agreed to **RECOMMEND TO FULL COUNCIL** that Cllrs B. Bawden, L. Howe and K. Ellis sit on the Lyme Regis One Planet Working Group.

**19/16/SF Request from Lyme Regis Community Land Trust to undertake a feasibility study over the Woodmead car park area for possible affordable housing for rent to local people**

Cllr Mrs M. Ellis agreed more sites needed to be found for affordable rented housing, but the council needed to consider the conflict in 2014 when a scheme was previously proposed for the car park, and the risk that valuable parking spaces could be lost.

*Cllr Mrs M. Ellis left the meeting at 8.36pm in line her declaration of pecuniary interests.*

Cllr B. Larcombe made it clear the study would be undertaken by the CLT at their own expense and in agreeing to the study, the council would be making a without prejudice decision.

Proposed by Cllr J. Broom and seconded by Cllr Ms G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the request from Lyme Regis Community Land Trust to procure a feasibility study; this is entirely without prejudice to the council's subsequent consideration of any proposals which might emerge from the study.

*Cllr Mrs M. Ellis returned to the meeting at 8.39pm.*

**19/17/SF Filming Money**

Cllr J. Scowen suggested offering interested parties the opportunity to bid for the money and members could then make a decision based on expressions of interest.

The town clerk said an advert could be placed in the local press inviting organisations to bid, and expressions of interest could come to the next meeting of this committee on 25 September 2019.

Cllr Mrs M. Ellis believed the timescale was too tight and suggested the meeting on 6 November 2019 would be more suitable, which members agreed.

### AGENDA ITEM 3

Proposed by Cllr J. Scowen and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to invite interested parties to submit expressions of interest for the £15,000 filming money.

*The meeting closed at 8.48pm.*

DRAFT

## **AGENDA ITEM 6**

**Committee:** Strategy and Finance

**Date:** 25 September 2019

**Title:** Matters arising from the minutes of the Strategy and Finance Committee meeting held on 10 July 2019

### **Purpose of the Report**

To update members on matters arising from the meeting that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues raised within the minutes of the meeting.

### **Recommendation**

Members note the report and raise any other issues on the minutes of the meeting that they require further information on.

### **Report**

**19/08/SF – Matters arising from the minutes of the Strategy and Finance Committee meeting held on 24 April 2019**

#### **Powerboat club**

The town clerk is trying to find a suitable date for a meeting with the powerboat club, along with advisers for both parties.

**19/09/SF – Update Report**

#### **Bowls' club**

The bowls' club wants the council to consider some amendments to its resolution of 13 February 2019. The town clerk is arranging a meeting with the bowls' club representatives in mid-October.

**19/10/SF – Minutes of the Dorset Council working group meeting held on 11 June 2019**

The town clerk met with Dorset Council's head of environment and wellbeing Ken Buchan and the new harbourmaster James Radcliffe on 12 August 2019. The town clerk arranged for Ken Buchan to be supplied with copies of lease agreements, land title documents and West Dorset District Council's agreement with the crown.

A response has been received from Ken Buchan and another meeting is being arranged. It is proposed to have a further working group meeting end-October/early-November.



## **AGENDA ITEM 6**

### **19/14/SF – Request from St Michael's Parish Church for Grant Funding**

At the Full Council meeting on 24 July 2019, this committee's recommendation for £25k of grant funding towards work to the church tower was amended to £40k of grant funding.

### **19/15/SF – Climate and Environmental Emergency**

The Lyme Regis One Planet Working Group (OPWG) has met three times since the last meeting of this committee, two of which the town clerk has attended.

Some of the ideas from OPWG have been put forward through members as proposed council objectives.

### **19/16/SF – Request from Lyme Regis Community Land Trust to undertake a feasibility study over the Woodmead car park area for possible affordable housing for rent to local people**

There is no date identified yet for the study to take place as the Community Land Trust is still putting together a funding package.

### **19/17/SF – Filming Money**

The opportunity for local organisations to apply for the funding was trailed in the council's newspaper column and an advert will be placed in the local press, the council's website, social media and noticeboards w/c 23 September 2019.

Expressions of interest will be reported to this committee on 6 November 2019.

John Wright  
Town clerk  
July 2019

**Committee:** Strategy and Finance

**Date:** 25 September 2019

**Title:** Update Report

**Purpose of Report**

To update members on issues previously reported to this committee

**Recommendation**

Members note the report

**Report**

**Dorset National Park**

The Government published the interim findings report for its review of designated landscape protections, known as the Glover Review. The review considers whether the protections for National Parks and Areas of Outstanding Natural Beauty in England are still fit-for-purpose.

The interim report can be found here:

<https://www.gov.uk/government/publications/designated-landscapes-national-parks-and-aonbs-2018-review>

John Wright

Town clerk

September 2019

**Committee:** Strategy and Finance

**Date:** 25 September 2019

**Title:** Annual Governance and Accountability Return and the external auditor's certificate for the year ended 31 March 2019

**Purpose of the report**

To allow members to consider the certified Annual Governance and Accountability Return and the external auditor's certificate (Notice of Conclusion of Audit) for the year ended 31 March 2019, and to confirm the actions required at the conclusion of the review have been undertaken

**Recommendation**

- a) The council approves and accepts the certified Annual Governance and Accountability Return and the external auditor's certificate (Notice of Conclusion of Audit) for the year ended 31 March 2019
- b) The council notes the actions required at the conclusion of the review have been undertaken

**Background**

- 1. On 19 June 2019, the Full Council approved the Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2019.
- 2. On 17 September 2019, the council received the certified AGAR from PKF Littlejohn for the year ended 31 March 2019.
- 3. On receipt of the certified AGAR there are four things that must happen:
  - 3.1 'prepare a 'Notice of conclusion of audit' which details the rights of inspection, in line with statutory requirements
  - 3.2 publish the 'Notice' along with the certified AGAR (Sections 1, 2, & 3) before 30 September, which must include publication on the smaller authority's website
  - 3.3 keep copies of the AGAR available for purchase by any person for a reasonable sum
  - 3.4 ensure that Sections 1, 2 and 3 of the publicised AGAR remain available for public access for a period of not less than five years from the date of publication.'
- 4. The council must also be notified of the external auditor's report and certificate.

**The external auditor's opinion**

5. The certified AGAR for the year ended on 31 March 2019 is attached, **appendix 8A**. At Section 2 of the AGAR, the external auditor states:

‘On the basis of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no matters have come to our attention giving us cause for concern that relevant legislation and regulatory requirements have not been met.’

6. The external auditor goes on to state there are no other matters affecting their opinion which need to be drawn to the attention of the council.

**Notice of conclusion of audit**

7. I can confirm the Notice of Conclusion of Audit, **appendix 8B**, along with the certified AGAR was posted on the Guildhall noticeboard and town council's website on 20 September 2019.
8. Any recommendations from this committee will be considered by the Full Council on 9 October 2019.

John Wright  
Town clerk  
September 2019

## Section 3 – External Auditor Report and Certificate 2018/19

In respect of

LYME REGIS TOWN COUNCIL – DO0098

### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

### 2 External auditor report 2018/19

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

### 3 External auditor certificate 2018/19

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

16/09/2019

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

LYME REGIS TOWN COUNCIL

NOTICE OF CONCLUSION OF AUDIT

Annual Governance & Accountability Return for  
the year ended 31 March 2019

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE

1. The audit of accounts for **Lyme Regis Town Council** for the year ended 31 March 2019 has been completed and the accounts have been published.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of **Lyme Regis Town Council** on application to:

John Wright, Town Clerk, Lyme Regis Town Council, Guildhall Cottage, Church Street, Lyme Regis, Dorset, DT7 3BS.

E-mail address: [townclerk@lymeregistowncouncil.gov.uk](mailto:townclerk@lymeregistowncouncil.gov.uk)

Telephone: 01297 445175

The inspection rights may be exercised between the hours of 9am and 5pm, Monday to Friday (excluding Bank Holidays).

3. On application copies of the Annual Governance & Accountability Return will be provided free to any person.

This announcement is made by John Wright, Town Clerk, on 20 September 2019.



**Committee:** Strategy and Finance

**Date:** 25 September 2019

**Title:** Committee Structure

**Purpose of Report**

To allow members to consider the findings of the working group meeting on 19 September 2019 which considered the council's committee structure

**Recommendation**

Members consider the findings of the working group and recommend to the Full Council that the council's existing committee structure is retained, and the remit of the Strategy and Finance Committee is extended to include the environment

**Background**

1. On 15 May 2019, the Full Council considered a report on Committee Structure – Delegation Arrangements, Terms of Reference, Appointments and Review.
2. The report referred to a council resolution on 16 May 2018:  

‘to defer consideration on a new committee structure but to put together notes of what the current administration had learnt, and suggestions for how the committee structure could be improved in the future, to be provided to the new administration in May 2019.’
3. At the meeting on 15 May 2019, it was agreed the town clerk would facilitate a group of members with a view to bringing a report to the Full Council in October.
4. On 19 September 2019, Cllrs Larcombe, Bawden and Stammers met with the town clerk to consider the council's committee structure; previous reports on this matter were circulated to the group's members before the meeting.
5. The meeting considered: whether alternative governance structures were appropriate, the remit of existing committees, delegation to committees and officers, the frequency and number of committee meetings, the number of councillors on committees, the order of committee meetings before Full Council and the role of working groups.

**Alternative governance structures**

6. The group considered alternative governance models in Frome and Sherborne. Frome Town Council has a Full Council supported by council and town committees, and advisory panels.

7. Sherborne Town Council has member portfolio leads who work closely with the town clerk on routine business. Decisions are reported to and made by monthly Full Council meetings.
8. Both councils have planning committees.
9. The group decided that the council's existing committee structure had a good fit with its business and didn't require amendment. The group noted that the council's committee structure was similar to the majority of town councils.

**The remit of the existing committees**

10. The group felt there was one notable omission from the remit of the existing committee structure; the environment.
11. The group concluded the remit of the Strategy and Finance Committee should be extended to include the environment. The remit should include strategy, policy and financial decisions on environmental issues; the delivery of environmental objectives and projects should be the remit of the relevant committee. This approach is consistent with the management of other themes and activities.
12. The group concluded the Strategy and Finance Committee should be the council's principal link with Lyme Regis One Planet Working Group.
13. Otherwise, the group felt the council's main activities were covered by its committees.

**Delegation to committees and officers**

14. The group felt the existing level of delegation to committees and officers was appropriate.
15. The group concluded when objectives and projects are allocated to committees, committees should be responsible for monitoring the budget allocated to those activities.

**The frequency and number of committee meetings**

16. The group concluded the frequency and number of committee meetings were appropriate to the activities and decision-making of the council.

**The number of councillors on committees**

17. The group considered whether each committee should have a fixed number of councillors. The group concluded the existing policy of allowing members to sit on committees of their choice should prevail.

**The order of committee meetings before Full Council**

18. The group considered whether the order of committee meetings ahead of the Full Council was appropriate. The group concluded there was no merit in amending the schedule of meetings; all decisions must be approved by resolution of the Full Council.

**The role of working groups**

19. The group concluded that working groups along with briefing sessions and training events were integral to the council's governance arrangements.
20. Any recommendations from this committee will be considered by the Full Council on 9 October 2019.

John Wright  
Town clerk  
September 2019

**Committee:** Strategy and Finance

**Date:** 25 September 2019

**Title:** Recruitment of the Internal Auditor

**Purpose of Report**

To agree to the recruitment of the internal auditor for Lyme Regis Town Council for 2020-21, 2021-22 and 2022-23, with the option to extend the contract for a further two years

**Recommendation**

Members agree to enter in to a process to appoint an internal auditor for 2020-21, 2021-22 and 2022-23, with the option to extend the contract for a further two years

**Background**

1. Section 4.5 of the council's financial regulations state: 'The Internal Auditor shall be appointed by and shall carry out the work required by the Council in accordance with proper practices. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing, or in person, on a regular basis with a minimum of one annual written report in respect of each financial year. To demonstrate objectivity and independence, the internal auditor shall be free from any conflicts of interest and have no involvement in the financial decision making, management or control of the Council'.
2. On 28 May 2014, the Full Council approved the appointment of Darkin Miller Chartered Accountants as its internal auditors for the financial year 2014/15.
3. On 22 July 2015, the council approved an internal audit contract with Darkin Miller for 2015-16, 2016-17 and 2017- 18.
4. On 13 December 2017, the council approved the extension of Darkin Miller's contract for a further two years, i.e. 2018-19 and 2019-20.
5. After six years with the same internal auditor, the council should seek competitive quotes from other providers of internal audit services. Officers will undertake this exercise and make their appointment recommendation to this committee on 18 December 2019.
6. Quotes will be sought for eight days internal audit work per annum, plus travel expenses.
7. Any recommendations from this committee will be considered by the Full Council on 9 October 2019.

John Wright  
Town clerk  
September 2019

**Committee:** Strategy and Finance

**Date:** 26 September 2019

**Title:** The Process for Approving the 2020-21 Budget<sup>1</sup> and Five-Year Financial Plan

**Purpose of the Report**

To outline the process for approving the 2020-21 budget and the five-year financial plan and to allow members to consider separate briefing sessions on 22 October and 5 November 2019 to help inform decision-making

**Recommendation**

Members note the report and approve briefing sessions on 22 October and 5 November 2019 to help inform decision-making

**Report**

1. This report outlines the process for approving the 2020-21 budget and the five-year financial plan. The five-year financial plan runs from 1 April 2020 to 31 March 2025.
2. Reports will be presented to members through two committee cycles.
3. The first cycle of meetings considers the budget-setting environment, the level of financial resources available, identifies objectives and projects, and agrees charges. The first cycle of meeting starts at the Strategy and Finance Committee on 6 November 2019. The recommendations from that committee will be considered by the Full Council on 20 November 2019.
4. Following the first cycle of meetings, officers will calculate the income and expenditure associated with the council's decisions.
5. The second cycle of meetings starts at Strategy and Finance on 18 December 2019. This meeting considers officers' income and expenditure calculations and firms up the council's budget and five-year financial plan.
6. The council's 2020-21 budget, five-year financial plan and objectives will be approved by resolution of the Full Council on 8 January 2020. The council's budget includes its 2020-21 precept.
7. Both cycles of meetings include consideration and decisions on the council's future objectives.

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<sup>1</sup> The 2020-21 budget includes the precept.

## AGENDA ITEM 11

8. The setting of the 2020-21 budget and five-year financial plan is more complex this year. There are several reasons for this:
  - the council is agreeing its five-year financial plan
  - as part of the budget-setting process, the council intends to undertake a review of grant funding
  - the council is agreeing its draft objectives for the next five years.
9. In addition, there are seven new members who are unfamiliar with the council's finances and budget-setting process.
10. In a separate report on this agenda, the town clerk has proposed a briefing to review and refine the council's future objectives on Tuesday 29 October 2019.
11. To allow members to better understand grant funding and the budget-setting process, the town clerk is proposing two further briefings ahead of the Strategy and Finance Committee on 6 November 2019:
  - grant funding                      7pm, Tuesday 22 October 2019
  - budget                                7pm, Tuesday 5 November 2019
12. Any recommendations from this committee will be considered by the Full Council on 9 October 2019.

John Wright  
Town clerk  
September 2019

**Committee:** Extraordinary Full Council

**Date:** 25 September 2019

**Title:** Objectives 2020-2015

### **Purpose of Report**

To allow members to consider the first draft of council objectives, 2020-2025 and to approve a process and timetable for firming up objectives

### **Recommendation**

- a) Members consider the first draft of objectives 2020-25, detailed in appendices 12A to 12F, and approve the process and timetable for firming up the objectives, detailed in paragraph 16
- b) Members identify three councillors to work alongside officers to assist in the delivery of the public consultation exercise

### **Background**

1. The council identifies objectives in the first year of its administration. The objectives are identified for five years, i.e., 2020-25; the remaining four years of this administration and the first year of the council administration elected in May 2024.
2. The rationale for agreeing objectives for the first year of a successor council is to create a seamless transition, avoid a slow-down of business in the final year of an administration and to allow newly-elected councillors time to establish their own objectives.
3. The agreed objectives will be costed and form part of the council's 2020-21 budget, 2020-25 financial plan and corporate plan.
4. Objectives are reviewed annually and can be amended or deleted. Further objectives can be added during the life of the council administration; additional objectives are subject to budget availability and/or the deletion or amendment of other objectives.

### **Report**

5. On 28 June 2019, members had an 'away day'. One of the outcomes of the 'away day' was the first draft of objectives.
6. So far, the draft objectives fall in to two categories, environmental, **appendix 12A** and other, **appendix 12B**.
7. In the appendices, the town clerk has suggested the financial years which the objectives could be delivered in; this is a starting point for discussion, only.

## AGENDA ITEM 12

8. The town clerk has also asked members to submit their proposals for council objectives. Member submissions are attached, **appendices 12C-12F**.
10. When the council agrees its final list of objectives, detailed costings will be undertaken, completion dates for those falling in 2020-21 will be agreed, lead officers will be assigned, and the responsible committee for each objective will be identified.
11. These objectives, along with others identified at this meeting, will be used for public consultation.

### Public consultation

11. Public consultation is an important part of determining the council's objectives; the council wasn't elected on a manifesto so there's no public statement of intent and nothing to measure the council's performance.
12. It is proposed consultation has three elements:
  - an open day at Woodmead Halls, in mid-October 2019
  - an online questionnaire using Lyme Voice
  - residents' email or write to the town clerk with observations and suggestions.
13. A public notice will be issued notifying the townspeople of the consultation exercise.
14. Through the exercise, the public will have the opportunity to support or reject the council's objectives and identify those of their own.
15. LymeForward will assist the town council in this public consultation exercise. This is a consultation exercise and the council isn't bound by the views of the public.

### Timetable

16.

Public consultation ends	18 October 2019
Members meet to review objectives	29 October 2019
Costed objectives considered and approved by S&F Committee	6 November 2019
Costed objectives approved by Full Council	20 November 2019
Costed objectives presented to S&F Committee as part of the 2020-21 budget-setting process and 2020-25 financial plan	18 December 2019
Costed objectives approved by Full Council as part of the 2020-21 budget and 2020-25 financial plan	8 January 2020
Corporate Plan 2020-25 considered by S&F Committee	5 February 2020
Corporate Plan 2020-25 approved by Full Council	19 February 2020



## **AGENDA ITEM 12**

17. To assist in the delivery of the public consultation exercise, the town clerk suggests a panel of three members work alongside officers.
18. Any recommendations from this committee will be considered by the Full Council on 9 October 2019.

John Wright  
Town clerk  
August 2019

## Environmental initiatives

	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025 and beyond
Replace vehicles with electric	x	x	x	x	x	x	
Water points on seafront		x					
Introduce free town bus		x					
Move to green utility providers	x	x					
Move to ethical investors	x	x					
Electronic office			x				
Work with Low Carbon Dorset	x	x					
Recycling signage on bins	x						
Solar panels on cadet hut							x
Carbon car parking levy					x		
Environmental office refurbishment		x					
Promotion of environmental initiatives	x	x	x	x	x	x	x
Introduce electric charging points		x	x	x	x	x	x
Develop business case for water loss		x					

## Non-environmental initiatives

	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
Debt free					x	
Residents' weekend		x				
Develop community engagement strategy	x					
Re-launch Gateway Card	x					
Refurbish offices		x				
Seafront urinals		x				
Develop plan for the shelters	x					
Refurbish gardens		x	x	x	x	
Implement findings from Strawberry Fields options appraisal		x				
Implement asset strategy		x	x	x	x	

### Climate and Environmental Action 'Wish-List' - Lyme Regis Town Council

- Lyme Regis Town Council to organise a 'Race to Zero' challenge with Bridport and Beaminster Town Council
- Lyme, Bridport and Beaminster town councils to guide and support other councils aspiring to undertake climate action through DAPTC
- Engage fully with the Green New Deal - <https://mollymep.org.uk/2019/08/30/green-new-deal-bristol/>
- Consider becoming an Earth Protector Town alongside Bridport <https://www.stopecocide.earth/earth-protector-towns>
- LRTC to join [UK Climate Emergency Network](#) of local authorities to share best practice
- Residential learning and community sports centre to position Lyme Regis as leading sustainability, well-being and environmental science expertise for all age groups

### Transport

- Introduce a car-hire scheme (Co-Cars) <https://www.co-cars.co.uk/car-locations/co-cars-south-west/>
- Support installation of electric car charging points
- Plan a number of 'car-free' days or weekends - restrict through-traffic so Broad Street and Marine Parade can be used for market stalls, community activities
- Consider out of town freight hubs to enable smaller (electric?) vehicles to deliver
- Contact SatNav companies to issue guidance on routes
- Extend the town bus service to Uplyme, Charmouth and include the Park and Ride and main car parks (Holmbush and Charmouth Road). Enable free use for Gateway card users, extend the service to encourage more use

- Work with other councils to lobby to improve bus services and co-ordination with other transport services e.g. request a bus from Lyme to Axminster train station for 07.37 service to Exeter
- Cycle racks at both ends of Marine Parade
- Cycle paths and suggested routes - work with Sustrans and others to join National Cycle Network- <https://www.sustrans.org.uk/get-involved/> and with Dorset Council and neighbouring towns and parishes for better cycling/walking networks
- Introduce an electric bike hire scheme (Co-Bikes?)  
<https://www.co-bikes.co.uk/>
- Work with Lyme Forward/Chamber of Trade/NHS to encourage employers to offer Cycle to Work schemes/loans

## Energy

- change LRTC energy provider to 100% renewable asap (e.g. Good Energy; [lyme.regis@biggreenswitch.org](mailto:lyme.regis@biggreenswitch.org))
- establish current levels of energy use and set targets for reduction; monitor
- adopt a 'climate first' planning policy
- support development of community energy scheme(s)
- work with Regen, Low Carbon Dorset and others for expert advice on the transition to energy decarbonisation
- work with Magna Housing to promote retro-fit energy conservation in social housing
- lobby through Dorset Council and DAPTC to amend planning regulations to improve energy efficiency measures for listed buildings and conservation areas
- promote improving the energy performance of private households by running workshops e.g. on climate-smart initiatives and renewable energy installations

## Economic, Housing and Waste

- develop procurement policy for LRTC that supports the net zero carbon target
- write into leases the appropriate environmental and plastic-free expectations
- work with Lyme Forward/LRDT/CCT and others to promote climate smart policies and actions in Neighbourhood and Local Plans
- work with Community Land Trusts and others to support low carbon solutions for new build and retrofit housing
- develop clarity with DWP over recycling - where and how - with clearer promotion e.g. on recycling bins on Marine Parade and throughout holiday homes

- undertake a Green Survey in Lyme and neighbouring areas
- create a Green Directory of environmentally-friendly services and businesses, including ethical employers, local producers, green tourism awards, Plastic-Free Champions, Refill Scheme etc

### **Food and Land Use**

- Review all LRTC owned green space; identify and maximise re-wilding and tree-planting opportunities; wild-flower planting where feasible
- Review verge-cutting policy
- support sustainable land-use/food production
- research and publish a Tree-Plan - work with Turn Lyme Green on community orchard and further tree-planting initiatives
- support Lyme Forward with the Community Cafe and Food Bank programmes which aim to minimise food waste and increase food preparation knowledge and skills
- support Lyme Forward/Chamber of Trade/Turn Lyme Green/PFL/OPWG in creating stronger links between food producers, local organisations, shops to promote local food and avoid food waste

### **Public Engagement**

- review LRTC investments and divest from fossil fuel activities; assess ESG (Environmental, Social and Governance) credentials
- support the One Planet Working Group to deliver the Climate Emergency Action Plan and undertake the UN's Sustainable Development Goals
- work with public regional bank to invest in green community infrastructure projects
- establish a People's Climate Change Panel to include young people
- support Dorset Council, our neighbouring councils and other town and parish councils through DAPTC to deliver Climate Emergency plans
- make climate impact a key determinant in all grant giving
- social and 'Just Transition' - working with OPWG/Lyme Forward and other community groups to encourage and develop skills and rewards for volunteers to encourage participation and reduce social isolation
- work with local schools to engage them in initiatives promoting health, social well-being and more sustainable lifestyles, as well as climate and environmental action

Belinda Bawden

17 September 2019



### Preston Model

The Preston Model is part of the *Community Wealth Building* movement. Preston has found that by giving preference to contractors from the local community, or who spend money in the local community, they have been seen a remarkable regeneration in a once struggling town.

Although not many of our contracts are awarded to national / international corporations rather than small local businesses, we should adopt this approach to show the council's support for the local community and local employment.

Our implementation of the Preston Model should also include an environmental provision – so as not to award contracts to companies that are environmentally exploitative in other areas of their activities.

### Staff Time Recording System

To properly track the cost of council activities, we should invest in a time recording system that can be run from mobile phones. For example, preparing an area for the food festival – how much did that cost in person hours?

There are many available, like Toggl.com, which is lightweight and fun to use. It can be run from a phone, which may help staff when they are out and about.

### Register of Assets and Liabilities

Create a register of assets, and assess when repairs and refurbishments are due, their likely costs and a schedule for paying for these repairs. For example, how much it the cadet hut roof to cost, and when will it be needed.

### Rationalisation of Resources with Dorset Council.

Some resources in the town and managed by Dorset Council rather than Lyme Regis town council. Are we able to rationalise this by transferring the assets to LRTC control, to create a more coherent approach?

### Renewable Energy Supplier

As part of the Climate Emergency declaration, LRTC should switch energy supplier to a renewable supplier. This both reduces our carbon footprint, and supports this emerging sector.

Consideration should be given to a supplier who can work with LRTC and residents as they develop their own renewable generation capacity.

The Preston Model should be used to preference local suppliers who will keep money in or near the community, rather than suck it out to an offshore tax haven.

#### **Fossil Fuel Divestment**

Having declared the council's intention to go carbon neutral, it does not make sense to support fossil fuel companies with our investments. Divesting also makes sense, since the value of these companies will fall as demand for their products subsides.

#### **Climate Change Progress Tracking**

Since we aim to reduce Green House Gas (GHG) emission to zero by 2030, we should aim for at least 10% per year. We need a way of tracking this. Not sure how?

#### **Climate Change Mitigation Fund**

Protecting coastal communities is seen too costly, and we see properties in neighbouring communities being abandoned from 2050 onwards. Lyme Regis should set aside an annual amount to augment sea level defences for a 1m rise in sea level, which may happen before 2100. This fund could also be used to repair damage from future extreme weather. I would suggest £100,000 index linked per year be set aside, giving an equivalent fund of £3m by 2030.

#### **Slopes Farm collaboration with Woodland Trust**

Work with the Woodland Trust to develop community uses into Slopes Farm – such as a forest school area.

#### **Car Charging Points**

The current charging point is the wrong type in the wrong place. It is an expensive rapid charging point in an out-of-town long stay car park.

To encourage electric car use, we should start to roll out cheap *destination* charging in long stay car parks. These can be fitted to lap-posts. The electricity may cost 30p/hour – so it might not be worth charging for. It would encourage visitors.

The street lights in Holmbush car park could be fitted with destination charging points. As residents request, we could also provide charging points at urban street lights for resident use.

Do 20% of Holmbush car park street lamp chargers each year.

Aim for 5 residential street lamp chargers per year.

#### **Electrify Town Bus**

Electrify Town Bus and work to be early on the list for hybrid buses on routes

<https://www.edie.net/news/6/UK-bus-industry-targets-phase-out-of-highly-polluting-vehicles/>

Electric busses are already in use. I know of them in Surrey and York. London makes extensive use of Hybrid and Hydrogen busses. These solutions make especially good sense in our hilly terrain, because much of the energy used to propel the bus uphill can be recovered when the bus goes downhill.

#### **Reduce Street Lighting**

Lyme has a significant light pollution problem with excessive street lighting that has an impact on local wildlife, needlessly uses electricity, and obscures the night sky. Could we invite residents to propose street lights that could be turned off for a trial period – saving the council money and working towards the carbon neutral goal.

Expect to halve the street lighting bill in 5 years.

#### **Solar Panels (Dorset Community Energy?)**

I understand that the cadet hut might not be a suitable site for solar panels until the roof is re-worked. To get the ball rolling, could we identify a site where a PV installation could be fitted – even if it were a modest £10k? This would send a signal that the council is serious about renewable energy. The lessons learned would provide learning for future installations.

Suggest working with Dorset Community

Energy <https://www.dorsetcommunityenergy.org.uk/>

to identify sites and deliver projects

#### **Sea Front Recycling (DWP?)**

People are getting more and more used to seeing recycling, and expect to recycle. Recycling on the sea front is good for the environment in its own right, but also reinforces the environmental message of our climate emergency, and makes use more attractive as a destination.

#### **Bike Stands**

People do cycle to Lyme for the challenge that the hills present. As cycling becomes more popular, this is a visitor type we can support by providing a few bike stands at either end of the promenade to chain bikes too.

Many Lyme residents overcome the challenges of the hills by using electric bikes. Even quite elderly people can be seen cruising up the hills on electric bikes. Bike stands would support them and encourage less car use.

#### **Cycle Path into Town (Sustrans)**

Getting into town by bike is challenging. A number of people have asked me if we can open up the railway as a cycle path. This would be an amazing ride. Could we work with Sustrans <https://www.sustrans.org.uk> to identify and develop a cycle route into town.

#### **Climate Change Information and Support for Residents and Businesses**

As part of the climate emergency, we need residents and businesses to reduce their GHG to zero too. Part of this is helping people understand the climate emergency, and supporting them to reduce their GHG emissions

#### **Wildflowers and Meadows**

We can help insect life and bio-diversity by planting areas with wildflowers. (For some reason, the land on the corner of my road was a riot of wild flowers, and really admired by neighbours wanting to reproduce it). Road verges and parkland could be seeded and grown as wildflower meadow - more attractive and requiring less maintenance. Possibly more attractive and comfortable for parks too. Perhaps we need to find out how to do this attractively or we will get flack. May not be acceptable to the community in all areas.

#### **Tree Planting**

Identify areas where we can plant more trees. Also consider fruit and nut trees, and a community orchard - perhaps an opportunity for Slopes Farm?

#### **Encouraging Responsible Pesticide and Fertiliser Practices**

Encourage landholders, farmers and residents to minimise or avoid weed killers, pesticides and artificial fertilisers.

**A Community Wide Deal With Renewable Energy Supplier(s)**

Find one or more renewable energy suppliers who will give the council and residents favourable terms for adoption by a significant number of users.

Our website is an excellent one, so I would like to ensure in this coming year 2019/2020 that we through Social media take proper advantage of it and ensure that the residents of Lyme Regis are aware of its existence, many people with whom I have spoken to are not aware we have a website, only a very small percentage of our residents use the Town Council website will be made aware, I have personally never seen any publicity on Lyme Online concerning our website.

Will we use it to our advantage (ie) explanation on why we make certain decisions, I don't think we will be treading on Pip Evans toes by doing so, after all this is a website for our Community not just for the Council, it can act as an excellent PR tool.



I wasn't certain if you were asking for additional objectives that we would like to be put forward (which is how I read it) or if you were referring to those already drafted. If you are asking for extra suggestions, I would really like to see an initiative to strengthen links with Uplyme Parish Council as I can only see that doing so would be to our mutual advantage.

**Committee:** Strategy and Finance

**Date:** 25 September 2019

**Title:** Programme for Refurbishment of Council Offices

**Purpose of Report**

To provide members with a high-level initial programme for the planned refurbishment of the council's offices, seek authority to obtain quotes for the required detailed external and other surveys, together with architectural services; to include the roles of lead designer, planning agent, contractual procurement and contract/site manager and request members to agree to elect to opt to tax for the purposes of VAT in respect the property known as Council Offices, Guildhall Cottage, Church Street, Lyme Regis, DT7 3BS and its associated curtilage

**Recommendation**

Members note the high-level initial programme for the planned refurbishment of the council's offices, give authority to procure the required detailed external and other surveys, together with architectural services; to include the roles of lead designer, planning agent, contractual procurement and contract/site manager and elect to opt to tax for the purposes of VAT in respect the property known as Council Offices, Guildhall Cottage, Church Street, Lyme Regis, DT7 3BS and its associated curtilage

**Background**

1. Members agreed at the meeting of Full Council on 12 December 2018 (**18/113/C**) not to pursue the opportunities to occupy either the former Lloyds Bank premises or the Three Cups, and, instead, to refurbish the existing office, to include expansion into the ground floor currently occupied by the tourist information centre (TIC).
2. A sum of £100,000 was included in the 2019/20 budget for the refurbishment works.
3. At the meeting of Full Council held on 13 February 2019 (**18/148/C**), it was agreed to allow the TIC to continue to occupy the ground floor of the council offices until 31 March 2020.
4. In practice, this meant that any substantive works of refurbishment, especially to shared or common services such as heating or electrical systems, alarm systems and telephone/IT systems could not commence until that time. Dorset council currently has exclusive use of the ground floor and the held-over lease provides them with the usual safeguards in terms of 'quiet enjoyment', etc. In addition, they are an 'owner' for the purposes of the Party Wall Act, which would further complicate the process.
5. It was noted that the process of preparing and agreeing plans, obtaining tenders, procuring a preferred contractor, securing all necessary permissions

and consents and sorting any necessary alternative accommodation for the period of the works was likely to take at least nine to 12 months in any event. Planning permission, Listed Building Consent and Building Regulations approval were all likely to be required.

6. It was also reported that there appeared to be no accurate plans or reliable survey data for the current office building, so this information needed to be procured in the first instance. It was agreed at Full Council on 20 March 2019 **(18/181/C)** to instruct John Stark and Crickmay Partnership to carry out this work because they were already working for the council on other work at agreed rates. This initial work was agreed entirely without prejudice to the subsequent appointment of an architect, etc for the substantive works.
7. At the same meeting of Full Council, it was suggested that regular reports be brought back to members in the usual way to enable decisions at various key stages of the project, including agreement of plans, submission of proposals for statutory permissions and consents, approval of tender documents, selection of preferred contractor, etc.
8. At the meeting of Town Management and Highways Committee held on 11 September 2019, it was recommended that an idea to extend the existing office car park to include the upper tier of land be supported in principle and looked at as part of the wider office project. That recommendation will be considered by Full Council at its meeting on 9 October 2019.

### Report

9. A detailed, measured survey of the office building (and Guildhall) has been completed. A historic condition survey of the building undertaken by Beauchamp Surveyors of Bridport in 2013 is in the process of being updated and will be completed very shortly. Ownership and Land Registry information has been checked by the council's solicitors and no issues identified. Given the recent recommendation of the Town Management and Highways Committee relating to car parking, additional external survey work will also be required.
10. A meeting with Dorset Council about the TIC was cancelled by them and subsequently re-arranged for 30 September 2019. In the meantime, this council's solicitor is instructed to serve the required notices on Dorset Council to secure vacant possession of the area occupied by the TIC by 31 March 2020. That process will be instigated on 30 September 2019, giving the required six months' notice period.
11. The detailed programme for the refurbishment of the offices cannot be agreed until the precise scope of works has been identified and approved, but an indicative programme is set out in **appendix 13A**.
12. At this stage, a completion date of late 2021 seems realistic, but some issues, such as the timescale for obtaining planning permission, Listed Building Consent, permission for road closures, etc is beyond the direct control of this council, as are issues such as contractor mobilisation periods.

13. It is also the view of officers that the currently approved budget will need to be increased significantly if both essential repairs and internal alterations/improvements are to be fully funded. Any figure at this stage is, inevitably, speculative prior to the detailed scope of works being agreed and the cost of those works being properly estimated, but a figure of not less than £300k +VAT seems more realistic for budgeting purposes.
14. For the same reasons as discussed in the report about the Blue Sea Café, it will be necessary for the council to elect to opt to tax for the purposes of reclaiming VAT. Given the need to appoint consultants in the near future to progress design and planning issues, it would seem sensible to make that election now rather than later.
15. Members are also requested to give authority to obtain quotes for and procure the required detailed external and other surveys, together with architectural services; to include the roles of lead designer, planning agent, contractual procurement and contract/site manager. This will enable initial design and planning work to commence as soon as possible. This will also allow early consideration of the incorporation of any environmental initiatives into the works.
16. Because the possible cost of these professional services may exceed the £25k threshold stated in the council's standing orders and financial regulations, it will be necessary for the work to be advertised on the government 'Contract Finder' website. This would normally involve a two-stage process of inviting expressions of interest, followed by usual due-diligence, then obtaining detailed quotes from the selected contractors. This council has not authorised the use of any other 'approved lists' of specialist contractors held by other organisations such as Homes England.
17. Any recommendations from this committee will be considered by the Full Council on 9 October 2019.

Mark Green  
Deputy town clerk  
September 2019

**Committee:** Strategy and Finance

**Date:** 25 September 2019

**Title:** Blue Sea Cafe Roof Quotes, Letting, Opting to Tax and Budgetary Approval

**Purpose**

To allow members to note the preferred quote for the repairs to the roof of the Blue Sea Café, the latest position with the marketing of the premises, to agree to opt to tax in respect of the premises and to approve the unbudgeted expenditure so that work can commence in mid-November as planned

**Recommendation**

Members note the preferred quote for the repairs to the roof of the Blue Sea Café, the latest position with the marketing of the premises, agree to opt to tax so that VAT can be recovered on the cost of the works and approve the unbudgeted expenditure so that work can commence in mid-November as planned

**Report**

1. Three quotes for the repairs to the roof of the Blue Sea Café and other works to the fabric of the building were returned by noon on 6 September 2019. Those quotes were opened by officers in the presence of the chairman of the Town Management and Highways Committee.
2. After arithmetic and technical checks by the council's architect for this project, Crickmay Stark of Dorchester, the lowest quote is in the sum of £27,234.75 from Crosby Building Contractors of Weycroft near Exeter.
3. This sum includes a contingency of £1,500 and the contract provides for retention of 5%, a maintenance period of 12 months after completion of the works, with half of the retention to be held until the end of that extended period.
4. The planned start date for the works is mid-November 2019 with completion by the end of December. The works involve digging up areas of the Marine Parade to access the roof membrane and this is best done when the parade is relatively quiet. Access for waste collection and other essential vehicles will be maintained at all times.
5. The total level of expenditure on these premises, including professional fees, is likely to be approximately £29,300 + VAT. This sum has not been included in the approved 2019/20 budget and therefore needs to be separately authorised.
6. In addition, the property is not opted to tax for the purposes of VAT. The level of planned expenditure on this property and the council's general position with regard to partial exemption is such that the level of irrecoverable VAT which would otherwise be involved with this project should be avoided if possible.

## AGENDA ITEM 14

7. For this reason, the council should elect to opt to tax in respect of the Blue Sea Café with immediate effect so that VAT can be recovered on both the cost of the works and any associated professional fees. The amount of VAT involved is approximately £6,000 in total.
8. The property has been marketed on the basis that the initial rent will be £17,500 p.a. plus VAT, plus the payment of an initial one-off 'ingoin' or premium, also plus VAT. The level of any premium is uncertain at this stage but may well be sufficient to contribute significantly to the cost of the works.
9. Martin Diplock has advised that quoting the rent as plus VAT should have no detrimental effect on the level of interest and is quite normal for a commercial property of this kind.
10. At its last meeting on 11 September 2019, the Town Management and Highways committee agreed to set up a member panel to consider proposals from prospective tenants. Marketing continues via Martin Diplock until the end of September, after which the selection process will commence. The level of interest is very high.
11. The intention is that the selected tenant is approved and the new lease completed prior to the completion of the works. The tenant will then be able to undertake their individual fit-out commencing in the new year, with a view to opening in time for Easter 2020.
12. Any recommendations from this committee will be considered by the Full Council on 9 October 2019.

Mark Green  
Deputy town clerk  
September 2019



**Committee:** Strategy and Finance

**Date:** 25 September 2019

**Title:** Park and Ride 2019 and 2020

### **Purpose of Report**

To provide members with more information about the usage of the 2019 park and ride service and to request authority to negotiate a 2020 service with First Group, the providers of the service in 2018 and 2019

### **Recommendation**

Members note the information about the usage of the 2019 park and ride service, authorise officers to negotiate terms with First Group for a 2020 service based on the 2019 fare structure and operating period (plus May Bank Holiday and into early-September to incorporate any major events), and approve the use of the Charmouth Road park and ride site for 2020 at the 2019 price plus RPI

### **Background**

1. The 2019 park and ride service ran solely from the site at Charmouth Road and was operated by First Group, utilising two double deck buses. It ran to a roughly 20-minute frequency between 10am and 7.30pm.
2. Buses were not able to run during some of the early spring period due to exceptionally wet ground conditions, but otherwise ran over Easter and the remainder of the 'summer' period from Whitsun until the end of the school summer holiday period in early September. The service ran daily during the busiest periods and on weekends during June and early July.
3. The schedule attached as **appendix 15A** sets out the level of use throughout the period of the 2019 contract, together with the number of concessionary journeys using a concessionary bus pass. The numbers are provided by First and the column headed 'Ticket' represents the number of group tickets, the column headed 'Num' is the number of non-group tickets and the column headed 'Passes' represents the total number of concessionary passes accepted. The 'Total' is the number of passengers carried in total, which is not the total of the three previous columns, because the number of passengers travelling on a group ticket can be any number up to five.
4. The total income generated by the service was approximately £37k, about 20% more than in 2018. If the land costs are added in, the total cost of operating the service amounted to less than £10k; i.e., within the £11k budget.
5. Based on the numbers carried, the average return ticket price was about £1.21 per person, slightly up from £1.12 in 2018. This confirms that the vast majority of the 30,410 passengers took advantage of the 'group' ticket which allowed

any five people in any combination of adults and children to travel for £7 return. 6,341 of the total number travelled for free using concessionary bus passes.

6. In 2018 there were 26,396 passengers in total and only 2,307 passengers used a concessionary bus pass. The increase in average ticket price is accounted for by an increase in group ticket price from £6 to £7.
7. Only 3,718 non-group tickets were issued in 2019, which reinforces the popularity of the group ticket.

The complete fare structure was:

- Adult Single – £2
  - Adult Return – £3.50
  - Child Single – £1.50
  - Child Return – £2.50
  - Group (up to five people) – £7.00
8. Overall, the service proved popular and generated very few complaints. The small number of complaints were almost entirely about access for those with mobility issues, particularly at the eastbound in-town pick-up point. This is located towards the top of Broad Street and is not easily reached by those with difficulty walking or by those in non-powered wheelchairs.
  9. Alternative east bound pick-up points are difficult to provide because of the limited road space. For 2019, First did allow passengers to board at the westbound drop off point by Cobb Gate car park after other passengers had disembarked and this did improve the situation somewhat.
  10. Other comments related to delays caused by congestion, the lack of later-evening operation and the need for improved on-site information for passengers. The first issue is beyond the control of the operator, the second can be addressed but at significant additional cost because of restrictions on driver hours and the third will be addressed for 2020.
  11. Overall, First Group provided an excellent service, were helpful and responsive and the additional capacity of the double deck buses (capacity 113 passengers maximum) was essential at the busiest times. In addition, they liaised directly with the landowner about ground conditions and were very proactive in dealing with issues as they arose.
  12. The officer view is that it makes sense to negotiate the 2020 service with the same operator. No other operator was able to provide or quote for a service in 2018 and no other expressions of interest have been received during 2019. It is also suggested that the fare structure remain unaltered.
  13. Members have previously concluded that a second park and ride site is not required, and that Charmouth Road provides the necessary capacity for the town. At no point during 2019 did the Charmouth Road site reach full capacity.

## **AGENDA ITEM 15**

14. Discussions with Highways England about signage from the A35 have been initiated. Hopefully, any changes can be introduced in time for the 2020 season, although this is not within the control of the town council.
15. The fee for the continued use of the Charmouth Road site will increase in line with RPI as provided for in the agreement with the landowner.
16. Any recommendations from this committee will be considered by the Full Council on 9 October 2019.

Mark Green  
Deputy town clerk  
September 2019



## Service Summary Report

Service #:DLPR					
Service	Date	Ticket	Num	Passes	Total
DLPR	10/04/2019	18	28	31	107
DLPR	11/04/2019	21	44	43	147
DLPR	12/04/2019	10	4	9	35
DLPR	13/04/2019	35	17	16	152
DLPR	14/04/2019	14	0	18	68
DLPR	15/04/2019	22	13	11	73
DLPR	16/04/2019	20	8	17	96
DLPR	17/04/2019	64	34	43	171
DLPR	18/04/2019	48	18	107	278
DLPR	19/04/2019	183	52	381	1090
DLPR	20/04/2019	224	52	200	1079
DLPR	21/04/2019	165	31	130	677
DLPR	22/04/2019	34	39	73	236
DLPR	25/05/2019	55	40	52	225
DLPR	26/05/2019	63	42	28	295
DLPR	27/05/2019	145	62	184	739
DLPR	28/05/2019	116	80	48	525
DLPR	29/05/2019	26	23	30	133
DLPR	30/05/2019	113	62	51	502
DLPR	31/05/2019	42	29	26	210
DLPR	01/06/2019	65	43	64	337
DLPR	02/06/2019	13	20	11	61
DLPR	08/06/2019	12	44	15	95
DLPR	09/06/2019	20	17	13	92

DLPR	22/06/2019	42	102	50	299
DLPR	23/06/2019	27	46	41	135
DLPR	29/06/2019	56	53	48	292
DLPR	30/06/2019	33	29	35	166
DLPR	06/07/2019	87	49	80	345
DLPR	07/07/2019	30	52	43	194
DLPR	13/07/2019	40	39	41	210
DLPR	14/07/2019	60	57	60	345
DLPR	20/07/2019	34	48	42	202
DLPR	21/07/2019	30	36	14	140
DLPR	24/07/2019	58	56	1	196
DLPR	25/07/2019	71	43	61	274
DLPR	26/07/2019	65	38	0	175
DLPR	27/07/2019	115	47	142	526
DLPR	28/07/2019	109	50	43	456
DLPR	29/07/2019	118	69	56	531
DLPR	30/07/2019	37	16	33	164
DLPR	31/07/2019	129	69	54	453
DLPR	01/08/2019	121	128	76	625
DLPR	02/08/2019	89	84	75	440
DLPR	03/08/2019	140	87	126	641
DLPR	04/08/2019	82	31	47	379
DLPR	05/08/2019	153	66	276	918
DLPR	06/08/2019	124	85	123	572
DLPR	07/08/2019	153	50	302	883
DLPR	08/08/2019	100	84	10	356
DLPR	09/08/2019	34	33	1	136
DLPR	10/08/2019	73	25	0	224
DLPR	11/08/2019	105	66	88	427
DLPR	12/08/2019	116	68	105	532
DLPR	13/08/2019	141	81	310	889
DLPR	15/08/2019	218	108	214	975
DLPR	16/08/2019	11	2	1	35
DLPR	17/08/2019	90	61	76	371
DLPR	18/08/2019	84	51	166	523
DLPR	19/08/2019	144	80	81	599
DLPR	20/08/2019	179	106	18	711
DLPR	21/08/2019	171	123	0	672
DLPR	22/08/2019	119	66	0	446
DLPR	23/08/2019	99	43	188	567
DLPR	24/08/2019	224	69	367	1170
DLPR	25/08/2019	274	26	498	1533
DLPR	26/08/2019	142	78	78	637
DLPR	27/08/2019	136	73	268	840
DLPR	28/08/2019	46	41	80	268
DLPR	29/08/2019	128	71	217	722
DLPR	30/08/2019	59	63	52	330
DLPR	31/08/2019	28	14	25	127
DLPR	01/09/2019	77	54	28	336
		6329	3718	6341	30410

**Committee:** Strategy and Finance

**Date:** 25 September 2019

**Title:** Committee Objectives 2019-20

**Purpose of Report**

To allow members to consider and review objectives within this committee's remit

**Recommendation**

Members consider and review objectives within this committee's remit

**Background**

1. On 20 February 2019, the Human Resources Committee agreed the town clerk's objectives for 2019-20; these objectives were subsequently approved by resolution of the Full Council on 20 March 2019.
2. During the discussion at the Human Resources Committee, the chairman suggested highlighting which objectives were the town clerk's, and which were allocated to other employees or even members.
3. **Appendix 16A**, details those objectives for 2019-20 that fall within the remit of this committee, it details progress, and identifies lead officers.
4. Any recommendations from this committee will be considered by the Full Council on 9 October 2019.

John Wright  
Town clerk  
September 2019

Objective	Completion date	Progress	Lead officer
To conclude the use of assets on-and-around Monmouth Beach car park	Mar 2020	Members considered assets on-and-around Monmouth Beach car park on 11 June 2019. On 12 August 2019, the town clerk met with Dorset Council's head of environment and wellbeing and the harbourmaster. A further working group meeting will be organised for late-October – early November 2019. This working group has now become the Dorset Council working group	John Wright
To end the TIC's lease with the council	Mar 2020	A notice is prepared for service on Dorset Council on or before 30 September 2019.  Dorset Council intend to present a proposal to the town clerk on the future of the TIC on 30 September 2019	John Wright
To work with members to develop an approach towards Dorset Council	Mar 2020	Dorset Council's strategy towards town and parish councils isn't determined. Debate is focussed on outstanding issues left in abeyance while asset and service transfer discussions took place with West Dorset District Council.  See assets on-and-around Monmouth Beach car park and the TIC lease.	John Wright
To achieve an unqualified external auditor's letter	Sep 2019	Notification of an unqualified audit was received from the council's external auditors, PKF Littlejohn LLP, on 17 September 2019	John Wright
To comply with standing orders	Mar 2020	There have been no material breaches of standing orders or financial regulations	John Wright



## APPENDIX 16A

and financial regulations			
To retain the General Power of Competency	Mar 2020	The General Power of Competence was reaffirmed at the annual meeting of the council on 15 May 2019.	John Wright
To perform in accordance with the 2019-20 budget	Mar 2020	A detailed report on the council's budget performance will be submitted to the Full Council on 9 October 2019	John Wright
To examine external works' team expenditure and introduce appropriate controls	Mar 2020	A root and branch review of the external works' team expenditure will be undertaken as part of the 2020-21 budget-setting exercise	Matt Adamson-Drage & Mike Stainer
To introduce preferred partners for the provision of building surveying and general building works	Mar 2020	Work will commence in January 2020, i.e., after the budget-setting process is complete.	Mike Stainer
To implement a strategy for the management and investment of the council's assets	Mar 2020	Consultants will be commissioned by 31 October 2019	Mark Green